



COMDTINST 4760.1
14 JUN 1993

COMMANDANT INSTRUCTION 4760.1

Subj: Activation/Deactivation Procedures For Coast Guard Controlled Runways

Ref: (a) Federal Aviation Regulations Part 77
(b) Federal Aviation Regulations Part 157
(c) COMDTINST M16475.1B, National Environmental Policy Act (NEPA)
Implementing Procedures

1. PURPOSE.

- a. The purpose of this Instruction is to establish procedures and responsibilities involved in declaring an area of land a runway, usable for fixed wing and rotary wing aircraft in conformance with references (a) and (b), and to have Commandant (G-OAV) be the approval authority for all activation/deactivation of Coast Guard-owned runways.

2. DISCUSSION. The Coast Guard generally operates its aircraft on DOD or civilian (commercial) facilities. On the occasion that a requirement to operate aircraft, at other than established airfields, creates the need to designate a strip of land as a runway or heliport, FAR Part 157 - Notice of Construction, Alteration, Activation, and Deactivation of Airports shall be consulted and adhered to in its entirety.

3. POLICY. Area and district commanders identifying a bonafide need to designate a surface area for use in aircraft operations should task the unit commander to complete all the steps included in this instruction and forward the request, via chain of command, to Commandant (G-OAV). The Federal Aviation Administration (FAA) is the sole agency

authorized to grant activation and deactivation of airspace directly above and around any area, intended to be used as a runway or heliport. This authorization only applies in respect to the safe and efficient use of that airspace by aircraft. Commandant (G-OAV) will be the final approval authority for any activation or deactivation of the physical runway or heliport. This does not preclude the temporary closing of a runway for emergencies or repairs. Runways or heliports authorized in accordance with this instruction, will be in a Private Airport status only - that is, limited to proponents use only, not open to the general public.

4. PROCEDURES.

- a. FAA form 7480-1, Notice of Landing Area Proposal, should be completed in its entirety and must include an airport layout sketch and a U.S. Geological Survey quadrangle map. The area to be designated a runway must have a minimum 20:1 obstacle threshold displacement. Obstacles include, but are not limited to, buildings, towers, antennas and fences. The quadrangle map can be procured from the U.S. Geological Survey Map Distribution Center in Denver, CO or through local topographical map dealers.
- b. Helicopter operations exemption - Certain types of helicopter operations are exempt from the formal Federal Aviation Administration's Part 157 notice requirement, but proponents must notify the nearest FAA Air Traffic Facility of the intended aeronautical activity.
 - (1) Federally obligated helicopters (federally funded and committed to public use)
 - (2) Temporary landing sites (less than 10 operations per day for less than 30 days)
 - (3) Medical emergency sites (accident scenes)
 - (4) Emergency evacuation facilities (designated rooftop or ground level areas)
- c. While the FAA does not physically inspect private airports, it will inspect the overall site and seek operating concurrence with all adjacent assigned airspace. The FAA will analyze each proposed airport traffic pattern, including the traffic pattern altitude and direction, with the intent of providing sufficient air traffic spacing with adjacent airports and instrument approach paths. Specific course rules may have to be developed to permit the safe and efficient operation of local traffic. Forward any draft letters of agreement or memorandums of understanding to Commandant (G-OAV) for clearance.
- d. Designation of a surface area for use in aircraft operations must be done in compliance with a variety of Federal and state environmental requirements. Successful

compliance requires proper planning and accounting for environmental requirements as early as possible in the designation process IAW reference (c). Many environmental requirements include notification and review by Federal, state or local authorities; even for activities located entirely on Federal property. Unit commanders must consult with their servicing civil engineering unit, as early as possible in the designation process, for advice and assistance in meeting these requirements.

- e. Upon commandant (G-OAV) approval, and prior to the beginning of actual aircraft operations, FAA Form 5010-5, Airport Master Record, must be completed and submitted to the FAA, with a copy to Commandant (G-OAV).
 - f. Commandant (G-OAV) will be the approving authority in regards to closing existing runways for other than emergencies or temporary repairs. When permanent runway closure is anticipated, submit FAA form 7480-1, Notice of Landing Area Proposal, to Commandant (G-OAV) for concurrence and forwarding to the FAA.
5. ACTION. Area and district commanders, commanders of maintenance and logistics commands, and unit commanding officers shall adhere to the procedures contained in this Commandant Instruction.

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